Archaeology
Chance Finds Procedure

Typically, archaeological artefacts are best protected if left in-situ. Archaeological investigation necessarily requires the destruction (excavation) of a site so until such time as a thorough investigation can take place, it is best practice to leave artefacts where they are found.

However, if the subject site is undergoing substantial ground disturbance works or if there is a danger the artefact will be destroyed or lost, there are some steps which can be taken to record the object and associated information.

1. If ground disturbance works are being undertaken (e.g. excavation, new building etc.) and artefacts have been found, notify the relevant Project Manager or Site Supervisor.
2. Avoid further impact in area and leave artefacts where they are found.
3. Project Manager or officer to complete the 'Find Record' including photographs of the artefact and its surroundings.
4. Project Manager to liaise with consultant archaeologist (using the 'Find Record') to determine whether to excavate artefact or leave in-situ.
5. If artefact is removed, ensure the 'Find Record' is adequately filled out and the artefact suitably handled and stored. Artefacts should be deposited with a representative of the Christmas Island museum collection at Tai Jin House.
6. If artefact is left in-situ and works can avoid the location, ensure the 'Find Record' is adequately filled out including locational information (GPS if available). This information should be retained at the same storage area, given to a representative of the Christmas Island museum collection at Tai Jin House or if found by workers (e.g. Parks Australia, CIP) clearly saved as part of the relevant organisation's records.

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